

# May 2014 FNS WBSCM Newsletter



Web Based Supply Chain Management



## WBSCM News & Updates

### ECOS to be taken offline Sep 15, 2014 (Updated)

Requisition data extracts:

To address data that was entered by the Recipient Agencies or just requisition data in general, ECOS has two reports that gather this information. The ECOS reports that contain requisition information are Requisition Status and Requisition by PCIMS

For more information on the reports and what data each offers, select the 'Training' link on the ECOS menu bar and then select the 'Reports' link within the User Manuals.

### Scheduled WBSCM Maintenance Outages

WBSCM Production System will not be available

- \* beginning Thursday July 3rd at 6:00 pm and goes until Monday July 7 at 6:00 am &
- \* Sunday July 13th at 8:00 am and goes until 6:00pm

WBSCM is implementing required system maintenance and no user access is available during the scheduled outages.

If you have any questions, please contact the WBSCM Service Desk ([WBSCMHelp@AMS.USDA.GOV](mailto:WBSCMHelp@AMS.USDA.GOV)).

## WBSCM Tips

### 1. Sharing WBSCM Accounts and Passwords

- \* Registration emails that are sent to users when their WBSCM profile is created are for that specific user only and SHOULD NOT BE SHARED. If a user tries to register using another person's registration email it will not work.
- \* When a user leaves the organization their ID must be deleted. It cannot be recycled for another person to use. A new ID must be created for each new user.

### 2. How can I receive recall notifications?

To receive recall notifications, you need the "Recall Contact - External" role. Once you have the role, you will then need to update the recall contact preferences by going to the Manage User Profile view to set the devices you wish to be contacted on. WBSCM does not default contact preferences so it's the responsibility of the user to set this up.

Note: A recall specialist will not receive notification unless they have the "Recall Contact - External" role.

### 3. How can I easily receipt multiple line items on an order?

1. Enter relevant information at the header level
2. Click Receipt All, thereby copying the information to each line and making each line's good quantity the total ordered quantity
3. Go to the line(s) for which you did not receive the total ordered quantity and enter the actual Good quantity received plus any damage if applicable.
4. Click Submit

Note: It is possible to use both the receipt all functionality and changing individual lines. However, to do so, Receipt All must be selected before the individual lines are adjusted, otherwise, the Receipt All functionality will over write the previously entered values.

A full list of FAQs and tips can be found on the FDD Website at <http://www.fns.usda.gov/fdd/fns-wbscm-general-information-presentations-and-simulations>

#### In this Issue:

- \* WBSCM News & Updates
- \* WBSCM Tips
- \* WBSCM Toolbox Spotlight
- \* Useful Links
- \* What's Next?
- \* Upcoming Events
- \* WBSCM Help Desk
- \* Contacts

#### Reminder:

To ensure you receive the latest news and updates, register to receive free E-mail notifications when the WBSCM Homepage has been updated at <http://www.fns.usda.gov/fdd/fns-wbscm-information>

and click



## WBSCM Toolbox Spotlight

### 1. Receipting when there is an Open Quantity

Sometimes while receipting, you may only have a partial load to receipt. This causes you to have a receipt with an open quantity. This means that you can go back into the receipt to update information if necessary until the load has been fully receipted. **Anything that was entered into the goods receipt the first time will not be replaced.** Therefore, it is important to note how much has already been receipted and what is left to receipt so that you do not produce a goods receipt with double quantities. In the screen shot below, you can see that the previous quantity receipted shows in the Prv. Qty. field and the amount left to receipt shows in the Open Qty field. In this example the user re-entered the amount that was previously receipted in the Good Qty field instead of 2 and is receiving an overage quantity. You can only receipt what is noted in the open Qty field. **Remember not to re-enter data that has already been receipted.**

Comments: USER 2-ALSO RECEIPTS FOR 998CS LIKE USER 1

Receipt All

View: MReza

Select	Sales Doc.	Item	Order #	Item #	Material	Material Descr.	Program	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	Good Qty (in CS)	Over Qty.
<input checked="" type="checkbox"/>	5000108891	100	4100001901	5	100159	BEEF FINE GROUND FRZ PKG-40/1 LB	NSLP	MReza	11/20/2013	998.000	2.000	0.000	998.000	996.000
<input type="checkbox"/>	5000108889	100	4100001901	6	100159	BEEF FINE GROUND FRZ PKG-40/1 LB	NSLP			0.000	1,000.000	0.000	0.000	0.000
<input type="checkbox"/>	5000108880	100	4100001901	8	100159	BEEF FINE GROUND FRZ PKG-40/1 LB	NSLP			0.000	1,000.000	0.000	0.000	0.000
<input type="checkbox"/>	5000108870	100	4100001901	10	100159	BEEF FINE GROUND FRZ PKG-40/1 LB	NSLP			0.000	1,000.000	0.000	0.000	0.000
<input type="checkbox"/>	5000108869	100	4100001901	11	100159	BEEF FINE GROUND FRZ PKG-40/1 LB	NSLP			0.000	1,000.000	0.000	0.000	0.000
<input type="checkbox"/>	5000108863	100	4100001901	12	100159	BEEF FINE GROUND FRZ PKG-40/1 LB	NSLP			0.000	1,000.000	0.000	0.000	0.000
<input type="checkbox"/>	5000108861	100	4100001901	13	100159	BEEF FINE GROUND FRZ PKG-40/1 LB	NSLP			0.000	998.000	0.000	0.000	0.000
<input type="checkbox"/>	5000108860	100	4100001901	14	100159	BEEF FINE GROUND FRZ PKG-40/1 LB	NSLP			0.000	1,001.000	0.000	0.000	0.000

Submit Receipt

Amount Already  
Received

Amount left to receipt

### Ship-To Inbox:

A mailbox has been established to receive requests to have SHIP-TO locations assigned to Domestic Business Partners and to establish new Ship-To locations within WBSCM. Please email FNS-7s to: [WBSCM-Ship-To@fns.usda.gov](mailto:WBSCM-Ship-To@fns.usda.gov).

### 2. User Admin Role: Create and Modify Users

The User Admin role allows each organization to add, remove and modify users and their roles. After entering the user's information remember to assign roles by clicking on the roles tab and clicking submit after you have made your changes. Once a user is created you will have the option to modify them by clicking the modify button.

#### Manage Users Screen

USDA United States Department of Agriculture  
Web-Based Supply Chain Management

Welcome USER FNS

Home Operations Finance Admin Reports Help

Manage Users Master Data Organization Maintenance

Manage Users

Manage Users

Organizations: MS Dept. of Education

User Search Criteria: Search Reset

First Name	Last Name	Last Login Date
MS	USER	2010-04-5 17:25:08

Create New User

User Details

Personal data Role data Admin data

UserID: First Name: Last Name: Email: Title: Street Address: City: Zip Code: Country: State/Province: Time Zone:

Company: Phone: Fax: Mobile Phone:

Save Cancel

### Useful Links

**WBSCM:** <http://www.usda.gov/wbscm>

**FDD:** <http://www.fns.usda.gov/fdd/fns-wbscm-information>

### What's Next?

#### Future Targeted Initiatives

- \* WBSCM Technical Upgrade

### Upcoming Events

#### FDPIR Conference

June 8-13, 2014

San Diego, CA

### Communicate with FNS – questions, concerns, issues

Dennis Sullivan – FNS Systems Branch Chief, FNS WBSCM Project Manager

- 703-305-0188
- [dennis.sullivan@fns.usda.gov](mailto:dennis.sullivan@fns.usda.gov)

Peggy Cantfil – FNS FDD Special Nutrition Operations Branch Chief (NSLP, CACF, SFSP, NSIP)

- 703-305-2659
- [peggy.cantfil@fns.usda.gov](mailto:peggy.cantfil@fns.usda.gov)

Janice Fitzgerald – FNS Household Programs Operations Branch Chief (FDPIR, CSFP, TEFAP)

- 703-305-7537
- [janice.fitzgerald@fns.usda.gov](mailto:janice.fitzgerald@fns.usda.gov)

Todd Griffith – FNS WBSCM Data Management & Interfaces Lead

- 703-305-7506
- [todd.griffith@fns.usda.gov](mailto:todd.griffith@fns.usda.gov)

Robin Jepson – FNS WBSCM Change Management & Process Improvement

- 703-305-7524
- [robin.jepson@fns.usda.gov](mailto:robin.jepson@fns.usda.gov)

Martha Shramek – FNS WBSCM Report & Information Access Lead

- 703-305-7535
- [martha.shramek@fns.usda.gov](mailto:martha.shramek@fns.usda.gov)

### WBSCM Service Desk

The WBSCM Service Desk contact information is as follows:

Call-in phone number is: 877-WBSCM-4U or 877-927-2648

Email inquiries:  
[WBSCMhelp@ams.usda.gov](mailto:WBSCMhelp@ams.usda.gov)

Web form link on WBSCM Portal : <https://srai.service-now.com>. From this link users can access a form and submit it to the WBSCM Service Desk as well as monitor the status of their help ticket. This is a separate application from WBSCM and will require an additional login and password. Users will enter the WBSCM email address as the logon and a password can be created. Using this site is optional.

Hours of Operation: 8:00 AM to 6:00 PM ET

### Suggestion Box

Is there something you would like to see in the newsletter? Send your thoughts and comments to [ja-karra.nichols@fns.usda.gov](mailto:ja-karra.nichols@fns.usda.gov)